Connect Create Collaborate

Teresa Kyu Li <teresa.kyu.li@lacity.org>

Project Homekey Wire Fund Transfer

12 messages

Meg Barclay <meg.barclay@lacity.org> Mon, Oct 19, 2020 at 7:02 PM
To: Bob Wingenroth <bob.wingenroth@lacity.org>, Russel Fujii <russel.fujii@lacity.org>
Cc: Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Hello,

First of all, thank you all again for your help reviewing our recommendations for the Project Homekey report last week.

We expect the recommendations in the attached report to be approved this week. Next week, HACLA is scheduled to close on the first property (the Hotel Solaire). They'll let us know the full exact amount that needs to be transferred into Escrow by Monday or Tuesday and we'll need to wire the funds into Escrow by no later than Thursday at noon.

Can you please let me know what we will need to prepare to make sure this goes smoothly? Do we need any information from HACLA besides the wiring instructions? Is there a format you prefer to receive the wiring instructions in?

I'm sorry for all these questions. This is my first time with this particular transfer type.

Thank you so much,

Meg

--
Meg Barclay
Homeless Coordinator
Office of the City Administrative Officer
Email: meg.barclay@lacity.org
Phone: (213) 978-1681

20201015 CAO REPORT BACK ON STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT HOMEKEY PROGRAM NOTICE OF FUNDING AVAILABILITY AND RECOMMENDATIONS TO ACQUIRE 10 HOMEKEY PROPERTIES (1).pdf
714K

Russel Fujii <russel.fujii@lacity.org> Tue, Oct 20, 2020 at 7:47 AM
To: Meg Barclay <meg.barclay@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Meg,

Once you know the date, amount and details (escrow number, escrow agent, etc.) please complete and return this form to cahtreasury@lacity,org so we may ensure proper tracking for this payment. Also, while a signed form is not necessary for notification, a signed form and payment (JV, Warrant) is needed to transact the payment. Please make sure you follow the notification policy with any wire transaction. Let me know if you have any questions. Thank you.
[Quoted text hidden]
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****

Please address all correspondence only to: cashtreasury@lacity.org. Thank you.

****

Russel Fujii
Management Analyst
City of Los Angeles, Office of Finance, Treasury Services
(213) 978-1706
Finance.lacity.org
cashtreasury@lacity.org
russel.fujii@lacity.org

LA BUSINESS PORTAL

2 attachments

OUTBOUND FEDWIRE FORM - Blank.xlsx
19K

EFT Policy 3.6.2017.pdf
188K

Meg Barclay <meg.barclay@lacity.org> Tue, Oct 20, 2020 at 8:40 AM
To: Russel Fujii <russel.fujii@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Thanks.
[Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Tue, Oct 20, 2020 at 10:40 AM
To: Meg Barclay <meg.barclay@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Good Morning Meg,

Ok got it, I will be on the lookout for your email with the exact amount and details once the Mayor signs.Thank you for giving me a heads up, I appreciate it since this is the first time I do this type of wire. In the past I've only done ACH payments. Therefore, I am cc'ing Claudia Castellon, because I believe she will be able to provide me a little more insight on the process.

CLAUDIA: Hope you are doing well! At your convenience I had some questions for you regarding this wire transfer I am going to do for Group 16. I spoke with Bertha on the phone, and she was a great help, but I wanted to confirm a few things about the process with you since Bertha mentioned you've processed similar wire transfers for debit services. **My questions are as follows**:

1. Before I send out the outgoing wire request, would they need to be set-up for a wire transfer first using the attached form (see attached -"TEMPLATE REQUEST FORM")? If so, does this form get sent to Finance/Cash Treasury? Do you have a sample one I could see as reference?

2. Also, is there additional documentation that gets sent with the template request form?

3. Bertha explained that after they are set-up that I send an outgoing wire request to Finance. And then after that is complete is when I would process the JV correct? I figured it makes sense that it would be a JV, since it is a council file and not a contract like I usually do for payments.

4. Do you have a sample JV for this type of wire? Just want a reference, because I'm not sure about the codes.

5. Lastly, Bertha explained that the few times she has done these wires, that once the JV is approved that Controller would email an approved stamp request. And then that approval is sent to the Office of Finance. Would someone need to

walk it over, or have you been able to send them electronically?

I hope my questions made sense, since I am not familiar with a lot of these procedures. I apologize for bombarding you with questions, and appreciate any guidance you have to offer. Bertha even specified it would also be wise to consult Teresa from the Controller's Office as well to confirm whether this will be like the debit services wires or if it would be an actual payment.

Thank you in advance!

Steven

---------- Forwarded message ---------
From: **Meg Barclay** <meg.barclay@lacity.org>
Date: Tue, Oct 20, 2020 at 9:00 AM
Subject: Fwd: Project Homekey Wire Fund Transfer
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <elyse.matson@lacity.org>

Hi Steven,

The attached report is in Council on Wednesday, and it will go forthwith to the Mayor for signature. We are going to need to implement the controllers instructions as soon as the mayor signs because we'll need to wire funding for the Hotel Solaire first thing next week. The rest of the sites should not be as tight of a turn around, but one of these needs to close the end of next week. I'll let you know as soon as the Mayor signs the Council action. Once the transactions in the report are processed, we'll need a JV for the Solaire. I'll let you know the exact amount as soon as I have it.

Thanks!

Meg
[Quoted text hidden]

--
Steven Del Haro
Accounting Clerk
Office of the City Administrative Officer (CAO)
City Hall East - 200 N. Main St. #1500
Los Angeles, CA 90012

Phone: 213-473-7509
Email: steven.delharo@lacity.org

4 attachments

OUTBOUND FEDWIRE FORM - Blank.xlsx
19K

EFT Policy 3.6.2017.pdf
188K

20201015 CAO REPORT BACK ON STATE OF CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT HOMEKEY PROGRAM NOTICE OF FUNDING AVAILABILITY AND RECOMMENDATIONS TO ACQUIRE 10 HOMEKEY PROPERTIES (1).pdf
714K

Template Request Form (NEW)_Nov 2011_Blank.xlsx
14K

Claudia Castellon <claudia.castellon@lacity.org> Tue, Oct 20, 2020 at 11:57 AM
To: Steven Del Haro <steven.delharo@lacity.org>
Cc: Meg Barclay <meg.barclay@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Hi Steven,
I'm doing good, hope you are too. Please see my responses below in red. No need to apologize for the questions, I do it all the time! 🙂 And yes, it was a good idea for you to include Teresa in this email for guidance. If you have any other questions or need clarification on any of my responses, 🤗 please let me know. Thank you.

Claudia

On Tue, Oct 20, 2020 at 10:40 AM Steven Del Haro <steven.delharo@lacity.org> wrote:

> Good Morning Meg,
>
> Ok got it, I will be on the lookout for your email with the exact amount and details once the Mayor signs.Thank you for giving me a heads up, I appreciate it since this is the first time I do this type of wire. In the past I've only done ACH payments. Therefore, I am cc'ing Claudia Castellon, because I believe she will be able to provide me a little more insight on the process.
>
> **CLAUDIA:** Hope you are doing well! At your convenience I had some questions for you regarding this wire transfer I am going to do for Group 16. I spoke with Bertha on the phone, and she was a great help, but I wanted to confirm a few things about the process with you since Bertha mentioned you've processed similar wire transfers for debit services. **My questions are as follows**:
>
> **1.** Before I send out the outgoing wire request, would they need to be set-up for a wire transfer first using the attached form (see attached -"TEMPLATE REQUEST FORM")? If so, does this form get sent to Finance/Cash Treasury? Do you have a sample one I could see as reference? **If this will be a transfer through a JV doc, there is no need to set up the vendor for ACH payment (only if it is being paid through a GAX or PRC)**
>
> **2.** Also, is there additional documentation that gets sent with the template request form? **If you need to set up a vendor for ACH/Wire payments, I usually attached back up documentation that shows the wire instructions so that Finance can verify**
>
> **3**. Bertha explained that after they are set-up that I send an outgoing wire request to Finance. And then after that is complete is when I would process the JV correct? I figured it makes sense that it would be a JV, since it is a council file and not a contract like I usually do for payments. **Yes, the outgoing wire request form has to be sent to Finance in a timely manner (refer to the notification guidelines on the EFT policy memo). Depending on the amount of the transfer/payment, it will tell you how many business days advance notice they require. Once this is sent, I start working on the FMS document. For now, Finance is accepting electronic signatures on the form**
>
> **4.** Do you have a sample JV for this type of wire? Just want a reference, because I'm not sure about the codes. **The payments I process are for debt service (JVDS). I don't think this specific payment falls under that category so you may have to wait for further instructions from Controller on exactly what type of JV this will be and what prefix should be used in the document ID. They're pretty good about providing a sample of the specific type of document for us to follow**
>
> **5.** Lastly, Bertha explained that the few times she has done these wires, that once the JV is approved that Controller would email an approved stamp request. And then that approval is sent to the Office of Finance. Would someone need to walk it over, or have you been able to send them electronically? **Since we started working from home, Finance has been accepting the approved/stamped JV doc that Controller (Michelle Le) forwards to the cashtreasury email. Normally though, when Controller sends us the approved JV doc, we'd have to walk it over to Finance along with the signed EFT request form (at least one day prior to the scheduled outgoing wire date)**
>
> [Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Tue, Oct 20, 2020 at 12:13 PM
To: Claudia Castellon <claudia.castellon@lacity.org>
Cc: Meg Barclay <meg.barclay@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Good Afternoon Claudia,

That was SO helpful. You helped clarify a great deal of my confusion. Thank you for your thorough responses.

Much appreciated!

Steven
[Quoted text hidden]

Meg Barclay <meg.barclay@lacity.org> Tue, Oct 20, 2020 at 12:17 PM
To: Claudia Castellon <claudia.castellon@lacity.org>
Cc: Steven Del Haro <steven.delharo@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Thanks Everyone,

I just spoke with Russell in Finance and I am going to ask HACLA for the ABH and Account number where the funding will be wired. He said then they would confirm whether there is a template already in FMS, and if there's not, they will set one up. Seeing that you have already started thinking about this (BECAUSE YOU ARE AWESOME!) I will just send that information to you once I get it and get out of your way.

Thank you again so much!

On Tue, Oct 20, 2020 at 11:57 AM Claudia Castellon <claudia.castellon@lacity.org> wrote:
[Quoted text hidden]
[Quoted text hidden]

Teresa Kyu Li <teresa.kyu.li@lacity.org> Tue, Oct 20, 2020 at 12:17 PM
To: Steven Del Haro <steven.delharo@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>
Cc: Meg Barclay <meg.barclay@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>

FYI, F&A is not part of the procurement group, it's better you remove me from the email list. If you need assistance regarding PRC/GAX, I recommend you include the FOSS division liaison, Ed Moreno or Amy Robles. Thank you.

Teresa
[Quoted text hidden]

Steven Del Haro <steven.delharo@lacity.org> Tue, Oct 20, 2020 at 12:25 PM
To: Teresa Kyu Li <teresa.kyu.li@lacity.org>
Cc: Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Sylvia Romero <sylvia.romero@lacity.org>, Claire No <claire.no@lacity.org>, Helene Rotolo <helene.rotolo@lacity.org>, Elyse Matson <Elyse.Matson@lacity.org>

Hi Meg,

Ok great, sounds good. Thank you!

Teresa: My apologies for the confusion. I will consult the FOSS Division Liaisons for my questions going forward.

Best regards,

Steven

[Quoted text hidden]

Teresa Kyu Li <teresa.kyu.li@lacity.org> Tue, Oct 20, 2020 at 12:39 PM
To: Steven Del Haro <steven.delharo@lacity.org>

Thank you Steven.
[Quoted text hidden]

Amalia Robles <amy.robles@lacity.org> Mon, Oct 26, 2020 at 3:57 PM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>,

Edward Moreno <edward.moreno@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>, Imelda Sy <imelda.sy@lacity.org>

Please see comments in BLUE

Kind regards,

AMY ROBLES, CIA
Principal Accountant II
Controller, Fiscal Oversight Support Services
Tel. (213) 978-7407
http://controller.lacity.org/

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On Mon, Oct 26, 2020 at 3:01 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Hi Amy, couple of questions -
>
> If we do an open vendor encumbrance for the entire amount, does that mean we can just make wire transfers as necessary as we go through the closing process for each of the sites?

YES, since there are different owners / properties or sites
Recommendation 3 and 4 - Commonwealth Land Title Company (Attachment 1- 10 properties)
Recommendation 14 and 15 - Volunteers of America Los Angeles (Avalon property)

Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
Please coordinate with our Funds & Appropriation group headed by Frieda Huang, assisted by Teresa Kyu Li and Imelda Sy,
as they are in a better position to answer funding and APPR questions.

Thank you.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Tue, Oct 20, 2020 at 12:47 PM Amalia Robles <amy.robles@lacity.org> wrote:

> Hi, Meg.
>
> Please coordinate with the CAO Accounting group (copied here) who are familiar with the payment process, summarized as follows:
> 1. RPT-SRPT request from CAO to Controller FOSS (our group) with **approved** Council File instruction to wire payment for the properties to be acquired.
> 2. BGB9CON - to set up the amount in FMS
> 3. GAE* - to encumber funds
> 4. GAX to pay to the escrow / title company indicated on the Council File.
>
> Please send us the approved Council File and RPT-SRPT request form.
> Thank you.
>
> Kind regards,
>
> **AMY ROBLES,** CIA
> Principal Accountant II
> Controller, Fiscal Oversight Support Services

Tel. (213) 978-7407
http://controller.lacity.org/

RON GALPERIN
LA CONTROLLER

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---------- Forwarded message ---------
From: **Russel Fujii** <russel.fujii@lacity.org>
Date: Tue, Oct 20, 2020 at 7:47 AM
Subject: Re: Project Homekey Wire Fund Transfer
To: Meg Barclay <meg.barclay@lacity.org>
Cc: Bob Wingenroth <bob.wingenroth@lacity.org>, Claire No <claire.no@lacity.org>, Elyse Matson <elyse.matson@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>

Meg,

Once you know the date, amount and details (escrow number, escrow agent, etc.) please complete and return this form to cahtreasury@lacity,org so we may ensure proper tracking for this payment. Also, while a signed form is not necessary for notification, a signed form and payment (JV, Warrant) is needed to transact the payment. Please make sure you follow the notification policy with any wire transaction. Let me know if you have any questions. Thank you.

On Mon, Oct 19, 2020 at 7:02 PM Meg Barclay <meg.barclay@lacity.org> wrote:

> Hello,
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> First of all, thank you all again for your help reviewing our recommendations for the Project Homekey report last week.
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> We expect the recommendations in the attached report to be approved this week. Next week, HACLA is scheduled to close on the first property (the Hotel Solaire). They'll let us know the full exact amount that needs to be transferred into Escrow by Monday or Tuesday and we'll need to wire the funds into Escrow by no later than Thursday at noon.
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> Can you please let me know what we will need to prepare to make sure this goes smoothly? Do we need any information from HACLA besides the wiring instructions? Is there a format you prefer to receive the wiring instructions in?
>
> I'm sorry for all these questions. This is my first time with this particular transfer type.
>
> Thank you so much,
>
> Meg
>
> --
> Meg Barclay
> Homeless Coordinator
> Office of the City Administrative Officer
> Email: meg.barclay@lacity.org
> Phone: (213) 978-1681
>
> **RPT-SRPT Request Form & CF Auth_ Project Homeke...**

Frieda Huang <frieda.huang@lacity.org> Mon, Oct 26, 2020 at 4:52 PM
To: Elyse Matson <ELYSE.MATSON@lacity.org>

Cc: Sylvia Romero <sylvia.romero@lacity.org>, Bertha Flores <bertha.flores@lacity.org>, Claudia Castellon <claudia.castellon@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Steven Del Haro <steven.delharo@lacity.org>, Edward Moreno <edward.moreno@lacity.org>, Teresa Kyu Li <teresa.kyu.li@lacity.org>, Imelda Sy <imelda.sy@lacity.org>, Amalia Robles <amy.robles@lacity.org>, Michelle Le <Michelle.Le@lacity.org>

Hi, Elyse

> Additionally, are we required to set up an appropriation for each transaction or will it all come out of the same APPR?
How to set up appropriation accounts depended on the appropriation authority.
In this case, it is the Council File recommendation.

If you need any assistance, please contact Michelle Le, your F&A coordinator.
Thank you.

Frieda

[Quoted text hidden]